



JOHN SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: PROGRAM COORDINATOR (PT)	PAY RANGE: \$17/HR	CLASSIFICATION/ GRADE: PT 19 hrs/week	EEOC
LOCATION: PARKS & RECREATION	APPLY BY: October 22, 2010	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

An official Town of Newington employment application is required for candidates wishing to be considered for this position. Applications may be obtained at the Town Manager's office (860-665-8510) or online at www.newingtonct.gov.

JOB SCOPE:

- Working under the direction of the Superintendent of Parks, planning, promotion and coordination of sports and other programs sponsored by the Parks & Recreation Department.
- Assists other department staff as needed.

DUTIES:

- Assist Recreation Supervisors in planning, coordination and evaluation of sports and other programs sponsored by the Parks & Recreation Department
- Develop promotional materials and press releases for programs.
- Attend meetings with other departments regarding joint ventures.
- Assist with completion and compilation of program evaluations and financial reports.
- Assist with customer service, including answering phone calls and front counter registrations.
- Assist in the organization, scheduling, development and implementation of youth and adult sport league programs; assure activities are in compliance with all laws, policies, regulations and goals.
- Assist in the training of seasonal staff as to appropriate Department rules, policies and procedures; assure that staff adheres to policies and procedures for effective and safe operations.
- Attend meetings with coaches, league representatives and other staff.
- Organize promotional events for youth sports and other programs.
- Assist in the coordination of program participants, staff, facilities and resources.
- Report and resolve complaints, requests and safety conditions.
- Communicate and enforces rules, safety and good sportsmanship.
- Evaluate programs for effectiveness and participation levels, assist in the development of new programs and recommend program changes.
- Perform other duties as may be required.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's Degree in Recreation Management, Marketing, Communications or related field is highly desirable, and/or
- Minimum of 2 years' experience in recreation working with sports programs.

SEE ATTACHED JOB DESCRIPTION FOR ADDITIONAL DUTIES AND QUALIFICATIONS.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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